

78-2286
DD/A Registry

26 OCT 1978

DD/A Registry

File *Personnel-17-5*

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Special Retirement Options

REFERENCE : Memo for DDCI fr D/Pers dtd 2 June 78,
same subject

1. Action Requested: That you approve the recommendation contained in paragraph 4.

2. Background: The referent memorandum included a request, which you approved, from the I (NFAC) Career Service for an extension of the special retirement options to employees at certain grade levels in certain offices. In OER the options were restricted to employees at the GS-12 through GS-15 grade levels and to supergrade employees.

The Director of Economic Research now has indicated that the offering of these options to clerical employees at the GS-07 through GS-09 grade levels would provide desired advancement opportunities for other deserving clerical employees. The Deputy Director, NFAC concurs in this request and states that he believes it to be in the best interest of management.

3. Staff Position: My review of the headroom situation as it affects clerical personnel in OER at the GS-07 through GS-09 grade levels convinces me that the extension of the special retirement options to those grade levels for clerical personnel in that Office is justified. If approved, the extensions of the options to these employees in OER would affect only a very limited number of people.

4. Recommendation: That you approve the offering of the special retirement options to clerical employees at the GS-07 through GS-09 grade levels in the Office of Economic Research/NFAC from now until 13 January 1979.

(SIGNED) F. W. M. Janney

F. W. M. Janney

The recommendation contained in paragraph 4 is:

(X) APPROVED () DISAPPROVED

/s/John F. Blake

30 OCT 1978

Deputy Director of Central Intelligence

Date

Distribution:

Original - Return to D/Pers
1 - DDCI
1 - ER
1 - DDA
1 - C/Plans Staff/OP
2 - C/RAD/OP
2 - D/Pers (1 w/held)

STATINTL

OP/RAD/ [REDACTED] paj
Retyped: OD/Pers:jmk (25 Oct 78)

ADMINISTRATIVE-INTERNAL USE ONLY

Approved For Release 2001/07/12 : CIA-RDP81-00142R000500110006-2

15 AUG 78

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Special Retirement Options

REFERENCE : Memo to DDCI from D/Pers dated 2 June '78
same subject

DDI Registry

78-2261/3

Executive Registry

178-9274/2

1. Action Requested: That you approve the offering of the special retirement options from now to 13 January 1979 for employees at grades GS-13 through GS-15 in the Office of Scientific Intelligence.

2. Background: The referent memorandum included a request from the I (NFAC) Career Service for an extension of the special retirement options to employees at certain grade levels in certain offices. In the Office of Scientific Intelligence it was to be limited to supergrade employees only (including SPS). I concurred in that request and you approved it. [REDACTED] Associate Director for Management, NFAC, has now requested that the special retirement option for OSI be broadened to include employees at the GS-13 through GS-15 grade levels.

When NFAC initially considered the options, OSI was understrength with minimal headroom for promotion purposes. Since then, recruitment efforts have resulted in the entrance on duty (EOD) of several persons and the initiation of processing of several others--all at relatively high grade levels. This has had and will have serious impact on headroom. OSI has just EOD'd a much sought after medical doctor and is about to EOD a hard-to-recruit seismologist. These EOD's have resulted or will result in negative headroom at the GS-15, GS-14 and GS-13 levels.

NFAC would like to offer the special retirement options to present on-duty GS-13 through GS-15 employees in order to permit the advancement of highly qualified personnel now on board and the recruitment of additional personnel, with special expertise, at the more senior grades.

3. Staff Position: My review of the headroom situation as it affects NFAC in general and OSI in particular leads me to conclude that there is sufficient merit in their argument for additional headroom for promotion and recruitment purposes to justify the offering of the special options at this time.

Approved For Release 2001/07/12 : CIA-RDP81-00142R000500110006-2

17 October 1978

MEMORANDUM FOR: Director of Personnel

VIA : Deputy Director,
National Foreign Assessment Center

FROM : Maurice C. Ernst,
Director of Economic Research

SUBJECT : Discontinued Service Annuity

1. It is requested that the Office of Economic Research be authorized to offer the Discontinued Service Annuity option to clerical employees at the GS-07 through GS-09 level.

2. During the past several months we have had a number of inquiries from employees at these grades regarding the possibility of their being included in this option. We feel that by offering this option to these employees in our career service it would provide advancement opportunities for other deserving personnel.

STATINTL

Maurice C. Ernst
Director

CONCUR: I believe it would serve the best interest of management to permit these senior secretaries to retire.

STATINTL

Deputy Director, NFAC

20 Oct 78
Date

ADMINISTRATIVE INTERNAL USE ONLY

DD/A Registry

78-2261/3

15 AUG 78

Executive Registry

78-722412

DD/A Registry

File Personnel-17-5

MEMORANDUM FOR: Deputy Director of Central Intelligence
FROM: F. W. M. Janney
Director of Personnel
SUBJECT: Special Retirement Options
REFERENCE: Memo to DDCI from D/Pers dated 2 June '78
same subject

1. Action Requested: That you approve the offering of the special retirement options from now to 13 January 1979 for employees at grades GS-13 through GS-15 in the Office of Scientific Intelligence.

2. Background: The referent memorandum included a request from the I (NFAC) Career Service for an extension of the special retirement options to employees at certain grade levels in certain offices. In the Office of Scientific Intelligence it was to be limited to supergrade employees only (including SPS). I concurred in that request and you approved it. [REDACTED] Associate Director for Management, NFAC, has now requested that the special retirement option for OSI be broadened to include employees at the GS-13 through GS-15 grade levels.

When NFAC initially considered the options, OSI was understrength with minimal headroom for promotion purposes. Since then, recruitment efforts have resulted in the entrance on duty (EOD) of several persons and the initiation of processing of several others--all at relatively high grade levels. This has had and will have serious impact on headroom. OSI has just EOD'd a much sought after medical doctor and is about to EOD a hard-to-recruit seismologist. These EOD's have resulted or will result in negative headroom at the GS-15, GS-14 and GS-13 levels.

NFAC would like to offer the special retirement options to present on-duty GS-13 through GS-15 employees in order to permit the advancement of highly qualified personnel now on board and the recruitment of additional personnel, with special expertise, at the more senior grades.

3. Staff Position: My review of the headroom situation as it affects NFAC in general and OSI in particular leads me to conclude that there is sufficient merit in their argument for additional headroom for promotion and recruitment purposes to justify the offering of the special options at this time.

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STATINTL

ADMINISTRATIVE INTERNAL USE ONLY

4. Recommendation: It is recommended that you approve offering the special retirement options to employees at the GS-13 through GS-15 grade levels in the Office of Scientific Intelligence from now through 13 January 1979, the end of the current leave year.

(Signed) F. W. M. Janney

F. W. M. Janney

The recommendation contained in paragraph 4 is:

(X) APPROVED

() DISAPPROVED

/s/ Frank C. Carlucci

22 AUG 1978

Deputy Director of Central Intelligence

Date

Distribution:

Original - Return to D/Pers

1 - DDCI

1 - ER

2 - DDA

1 - DD/Pers/P&C

1 - DD/Pers/SP

1 - D/Pers Chrono

1 - D/Pers Subject file

2 - C/RAD (1 w/h)

STATINTL

OP/RAD [REDACTED] paj/2204 (10 August '78)

DD/A Registry
File Per 17-5

Special Retirement Options

F.W.M. Janney
Director of Personnel

DD/A 78-2261

2 June 1978

Deputy Director for Administration 6/5/78

1 to 3:

Frank:

Deputy Director of
Central Intelligence

OGC has reviewed this paper. It is consistent with previous special retirement options announcements and they have no problem with it.

/s/John E. Blake

John F. Blake
Deputy Director
for
Administration

5 JUN 1978

Director of Personnel
Rm 5E58

STATINTL

Originator: EO/DDA;

se/5 June 78

Distribution:

PRS - DDCI
1 - DDA Chrono
1 - DDA Subject
1 - RFZ Chrono
1 - JFB Chrono

DD/A 78-2261; Special Retirement Options (extension: 1 July 1978 to 14 January 1979) from D/OP/ 2 June 78.

DD/A Registry

File *Personnel-17-5*

Special Retirement Options

STATINTL

Executive Officer/DDA

DD/A 78-2261/1

2 June 1978

General Counsel

We need to get this
to the DDCI for signature
as quickly as possible, but
because of content and
implications request that
you review first.

STATINTL

DD/A 78-2261; Special
Retirement Options/dted
2 June 1978 to DDCI from
D/OP

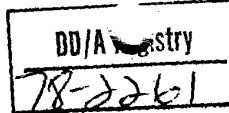
Distribution:

Orig PRS - GC w/att
1 - DDA Chrono
✓ 1 - DDA Subject
1 - REF Chrono

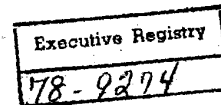
STATINTL

EO/DDA [REDACTED] se/
2 June 78

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2 JUN 1978



MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Special Retirement Options

1. (U/AIUO) Action Requested: That the special retirement options be offered selectively from 1 July 1978 through 14 January 1979, the end of the current leave year.

2. (U/AIUO) Background:

a. At various intervals since early 1970, the Agency has offered liberalized retirement options, i.e., discontinued service retirement under the Civil Service Retirement Act and involuntary retirement under the CIA Retirement and Disability System, to individuals eligible by virtue of age and years of service. In earlier years the options were offered in the broadest sense, on an Agency-wide basis. As time passed, the options were made available only to employees in organizational components and occupational categories or grades where particular management problems were found. Use of the special retirement options has been discussed with the Civil Service Commission and also reviewed by the General Counsel.

b. The most recent offering of the retirement options was approved by the Acting Deputy Director of Central Intelligence through 30 June 1978 (copy attached).

3. (C) Staff Position:

a. The D (Operations) Service faces a further reduction of at least 200 during FY 1979. It requests that the special retirement options be made available for the following categories:

E 2 IMPDET C1 by 012963
May be downgraded to
"Confidential" when
separated from attachment.

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Reports Officers	(GS-12 and above)
Intelligence Operations	
Research Officers	(GS-12 and above)
Intelligence Operations	
Research Analysts	(GS-10 and above)
All clerical personnel	(GS-07 and above)

The Office of Personnel concurs.

b. The M Group (Administration) Service requests that the options be extended to M, MF, MG, MM, MP, MT, and MS Subgroups and all ML except employees in the functional areas of engineering and procurement. The Offices of Communications and Data Processing would not be included. We concur.

c. In the R (Science and Technology) Career Service, concern for maintaining promotion flow targets warrants extension of the retirement options to grades GS-13 and above, including SPS. We concur.

d. The E (Executive) Service does not request the special retirement options.

e. The I (NFAC) Service requests, and the Office of Personnel concurs in, the following extension of the special options:

- (1) To GS-12 through GS-15 employees and supergrade employees in O-D/NFAC (including NIO's), RES, CRG, PPG, ORPA, OER, OGCR, and NFAC personnel on the COMIREX Staff.
- (2) To supergrade employees only (including SPS) in OSR, OSI, OWI, OIA, and the CIA Operations Center.
- (3) To all employees GS-07 and above, including supergrade personnel, in OCR.

f. As to the timing for the options, I recommend that they be offered through 14 January 1979 so that as many as possible of the resultant retirements would take place within FY 1979 rather than the

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present fiscal year. In any event, the main impact on recruiting and promotion flows would be seen in FY 1979. Based on Directorate estimates, about 100 employees might exercise the special retirement options.

4. (U/AIUO) Recommendation: It is recommended that you approve offering the special retirement options from 1 July 1978 through 14 January 1979 as requested by the Career Services and outlined in paragraph 3 above.

(Signed) F. W. M. Janney

F. W. M. Janney

Att

The recommendation contained in paragraph 4 is:

(X) APPROVED () DISAPPROVED

/s/ Frank C. Carlucci

7 JUN 1978

Deputy Director of Central Intelligence

Date

Distribution:

- Orig - Return to D/Pers
- 1 - DDCI
- 1 - ER
- 1 - DDA
- 1 - DD/Pers/P&C
- 1 - DD/Pers/SP
- 1 - D/Pers Subject File
- 1 - D/Pers Chrono (w/held)

25X1A DD/Pers [REDACTED] jmk (1 Jun 78)

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ROUTING AND RECORD SHEET

SUBJECT: ~~Approved For Release~~ 2001/07/12 : CIA-RDP81-00142R000500110006-2

Special Retirement Options

FROM:

Acting Director of Personnel
5 E 58

EXTENSION

6825

NO.

DDA 77-6538

DATE

22 DEC 1977

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.	EO/ADDA	22 DEC 1977			<p>Although all the Career Services have recommended extension of the special retirement options, our paper recommends that such be authorized only for the Operations and Administration Directorates. I have been in touch with the E, I and R Career Services and they have no problem and will be content to await the analysis we recommend be conducted in March 78 for these Services.</p> <p>STATINTL</p> <p>ADDENDUM</p> <p>After forwarding this paper, the Director of Communications advised that it would be extremely helpful to his subgroup if the retirement options were made available to his GS-12's and 13's. Therefore, we now add that to the attached recommendations for your consideration.</p> <p>STATINTL</p>
2.					
3.	Acting Deputy Director for Administration	23 DEC 1977			
4.					
5.	Acting Deputy Director of Central Intelligence				
6.					
7.					
8.					
9.	AD/Pers 5 E 58				
10.					
11.					

A/DDA:FWMJanney:ydc (23 Dec 77)

(Dictated by [REDACTED] STATINTL

Distribution:

- Orig RS - Adse w/att
- 1 - ADDCI
- 1 - ER
- 1 - DD/Pers/P&C
- 1 - DD/Pers/SP
- X - AD/Pers Subject
- 1 - DDA Subject
- 1 - DDA Chrono w/o att
- 1 - A/DDA Chrono w/o att

Att: DDA 77-6538 - Memo for ADDCI from [REDACTED] dated 22 Dec 77, Subject: Special Retirement Options

Approved For Release 2001/07/12 : CIA-RDP81-00142R000500110006-2

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77-6538

Approved For Release 2001/07/12 : CIA-RDP81-00142R000500110006-2

DD/HR 10/1/1977
77-6538

Executive Registry
77-5310/4

MEMORANDUM FOR: Acting Deputy Director of Central Intelligence

25X1A

FROM:

██████████
Acting Director of Personnel

SUBJECT: Special Retirement Options

1. (U//NO) Action Requested: That the offering of special retirement options be further extended selectively through 30 June 1978.

2. (U//NO) Background: The offering of special retirement options involves added expense for the Government and therefore the Agency has assured the Civil Service Commission that such offering would be made selectively and on the basis of strong management justification. At the current time, employees in designated components have been entitled to use the special retirement options through 31 December 1977. The Office of Personnel has polled the Career Services concerning the need for an extension. Though all have indicated that a further extension of the offering would be helpful, only two Career Services are above ceiling at the present time.

3. (S) Staff Position:

a. (S) As of 30 November 1977, the Career Services were in the following condition with respect to ceiling.

D (Operations)	121 above
E (DCI)	10 below
I (DEAC)	3 below
M (Administration)	45 above
R (S&T)	51 below

These numbers do not reflect retirements occurring in December. An extension of the special retirement option would assist the R Career Service in its reduction. An extension would also benefit the M Career Service Group, which has some problems because of positions eliminated.

in the reduction within the Operations Directorate, and also because of other concerns to management; e.g., grade compression and limited hiring capability.

b. (S) While both the I and R Career Services have problems of low promotion and input rates because of a slow rate of attrition, neither is currently above strength. Though I (NEAC) is concerned about headroom for GS-14 promotions, such headroom could be opened up by greater utilization of headroom currently available at the GS-15 level. Though R (S&T) is concerned about headroom for picking up reassigned Operations Directorate officers, other management solutions are available. The E Service sees benefit but not a pressing need for further extension of special retirement options. The M Service has identified a need for the options in the following subgroups: M, MF, MG, MM, MP, MT, MZ, MS (GS-15 only), and ML (all except engineering and procurement areas). Because of the overall Career Service ceiling situation, the likelihood of careerists returning from DO components and other management considerations; e.g., grade compression and limited hiring capability, the M Career Service could profit from the special options.

4. (U/AIUO) Recommendation: It is recommended that:

a. you further extend the offering of special retirement options through 30 June 1978 for the D Career Service (Operations) and the following subgroups of the M (Administration) Group: M, MF, MG, MM, MP, MT, MZ, MS (GS-15 only), and ML (all except engineering and procurement areas), and;

b. the situation be reviewed again in March for the E, I and R Career Services.

25X1A

Recommendation contained in paragraph 4a.

☒ APPROVED ☐ DISAPPROVED

Recommendation contained in paragraph 4b.

☒ APPROVED ☐ DISAPPROVED

27 DEC 1977

25X1A

Acting Deputy Director of Central Intelligence

Date

Dist:

Orig - ADDCI (Return to AD/Pers)

1 - ADDCI

1 - AD/Pers (w/held)

1 - AD/Pers Subject File

1 - ER

1 - DD/Pers/P&C

1 - ADDA

1 - DD/Pers/SP

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Approved For Release 2001/07/12 : CIA-RDP81-00142R000500110006-2

DD/A Registry
File *Personnel-17*

SUBJECT: (Optional)

Special Retirement Options

FROM:

Acting Director of Personnel
5 E 58

EXTENSION

6825

NO.

DDA 77-6538

DATE

22 DEC 1977

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.	EO/ADDA	22 DEC 1977		<p>Although all the Career Services have recommended extension of the special retirement options, our paper recommends that such be authorized only for the Operations and Administration Directorates. I have been in touch with the E, I and R Career Services and they have no problem and will be content to await the analysis we recommend be conducted in March 78 for these Services.</p> <p>STATINTL</p> <p>ADDENDUM</p> <p>After forwarding this paper, the Director of Communications advised that it would be extremely helpful to his subgroup if the retirement options were made available to his GS-12's and 13's. Therefore, we now add that to the attached recommendations for your consideration.</p>
2.				
3.	Acting Deputy Director for Administration	23 DEC 1977		
4.				
5.	Acting Deputy Director of Central Intelligence			
6.				
7.				
8.				
9.	AD/Pers 5 E 58			
10.				
11.				

STATINTL

F.W.M. Janney

A/DDA:FWMJanney:ycd (23 Dec 77)

(Dictated by [redacted])

STATINTL

Distribution:

Orig RS - Adse w/att

1 - ADDCI

1 - ER

1 - DD/Pers/P&C

1 - DD/Pers/SP

1 - AD/Pers Subject

1 - DDA Subject

X - DDA Chrono w/o att

1 - A/DDA Chrono w/o att

Att: DDA 77-6538 - Memo for ADDCI from [redacted]

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Approved For Release 2001/07/12 : CIA-RDP81-00142R000500110006-2
Options

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REFS

77-3894

Approved For Release 2001/07/12 : CIA-RDP81-00142R000500110006-2

22 DEC 1977

DD/A Registry
77-6538

MEMORANDUM FOR: Acting Deputy Director of Central Intelligence

FROM : [REDACTED]
Acting Director of Personnel

SUBJECT : Special Retirement Options

1. (U/AIUO) Action Requested: That the offering of special retirement options be further extended selectively through 30 June 1978.

2. (U/AIUO) Background: The offering of special retirement options involves added expense for the Government and therefore the Agency has assured the Civil Service Commission that such offering would be made selectively and on the basis of strong management justification. At the current time, employees in designated components have been entitled to use the special retirement options through 31 December 1977. The Office of Personnel has polled the Career Services concerning the need for an extension. Though all have indicated that a further extension of the offering would be helpful, only two Career Services are above ceiling at the present time.

3. (S) Staff Position:

a. (S) As of 30 November 1977, the Career Services were in the following condition with respect to ceiling:

D (Operations)	121 above
E (DCI)	10 below
I (NFAC)	3 below
M (Administration)	48 above
R (S&T)	51 below

These numbers do not reflect retirements occurring in December. An extension of the special retirement option would assist the D Career Service in its reduction. An extension would also benefit the M Career Service Group, which has some problems because of positions eliminated

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77-3894
77-6538

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Approved For Release 2001/07/12 : CIA-RDP81-00142R000500140006-2

in the reduction within the Operations Directorate, and also because of other concerns to management; e.g., grade compression and limited hiring capability.

b. (S) While both the I and R Career Services have problems of low promotion and input rates because of a slow rate of attrition, neither is currently above strength. Though I (NFAC) is concerned about headroom for GS-14 promotions, such headroom could be opened up by greater utilization of headroom currently available at the GS-15 level. Though R (S&T) is concerned about headroom for picking up reassigned Operations Directorate officers, other management solutions are available. The E Service sees benefit but not a pressing need for further extension of special retirement options. The M Service has identified a need for the options in the following subgroups: M, MF, MG, MM, MP, MT, MZ, MS (GS-15 only), and ML (all except engineering and procurement areas). Because of the overall Career Service ceiling situation, the likelihood of careerists returning from DO components and other management considerations; e.g., grade compression and limited hiring capability, the M Career Service could profit from the special options.

4. (U/ATUO) Recommendation: It is recommended that:

a. you further extend the offering of special retirement options through 30 June 1978 for the D Career Service (Operations) and the following subgroups of the M (Administration) Group: M, MF, MG, MM, MP, MT, MZ, MS (GS-15 only), and ML (all except engineering and procurement areas), and;

b. the situation be reviewed again in March for the E, I and R Career Services.

25X1A

Recommendation contained in paragraph 4a. (✓) APPROVED () DISAPPROVED

Recommendation contained in paragraph 4b. (✓) APPROVED () DISAPPROVED

15/ John F. Blake
Acting Deputy Director of Central Intelligence

27 Dec 77
Date

Dist:

Orig - ADDCI (Return to AD/Pers)

1 - ADDCI	1 - AD/Pers (w/held)	1 - AD/Pers Subject File
1 - ER	1 - DD/Pers/P&C	
1 - ADDA	1 - DD/Pers/SP	

DD/Pers/P&C [redacted] (22 Dec 77) (x-6825/AD/Pers -- x-3383/DD/Pers/P&C)

Approved For Release 2001/07/12 : CIA-RDP81-00142R000500110006-2

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